

29 December 1959

D-R-A-F-T

~~SECRET~~: jmc

25X1A9a

25X1A9a

Career Service Comments (Section E)  
Career Preference Outline

The Career Service Board has noted 25X1A9a career interests and proposed career activities which are planned to achieve her desired long-range goal of becoming more proficient in administrative and specialized personnel functions.

Thus far, 25X1A9a has completed the OTR course in Intelligence Research (Maps). The Board encourages her to take the Administrative Procedures and Basic Supervision courses, which she has indicated in her training plans.

(When Filled In)

## CAREER PREFERENCE OUTLINE

This Outline, when completed, is a documented description of the individual's career interests and proposed career activities together with the comments of his supervisor and his Career Service. The original will be filed in the employee's Official Personnel Folder and will serve as a guide for future personnel actions affecting him. Implementation of career preferences must depend upon the needs of the Organization.

- CONSULT ATTACHED INSTRUCTION SHEET PRIOR TO COMPLETING THIS OUTLINE -

| SECTION A.                              |                        | GENERAL                |                         |
|---|------------------------|------------------------|-------------------------|
| 1. NAME OF EMPLOYEE (Last-First-Middle) | 25X1A9a                | 2. DATE OF BIRTH       | 30 Jul 1927             |
|   |                        | 3. SERVICE DESIGNATION | IR                      |
|   |                        | 4. GRADE               | GS-7                    |
| 5. ORGANIZATIONAL TITLE                 | 6. POSITION TITLE      | 7. OCCUPATIONAL CODE   | 8. OFFICE OF ASSIGNMENT |
|   | Admin. Ass't/Secretary | 0301.02                | OSR/D/OS                |

| SECTION B.  |  | CAREER INTERESTS |
|---|--|------------------|
| 9. GENERAL TYPE OF ACTIVITY   |  |                  |
| Handling administrative and personnel matters.  |  |                  |
| 10. SPECIFIC TYPE OF ACTIVITY (Including assignments)                                       |  |                  |
| A. IMMEDIATE (Within next 1 to 2 years)   |  |                  |
| Continue along in same or similar type of position, possibly including more responsibility. |  |                  |
| B. LONG-RANGE (Within next 3 to 5 years)  |  |                  |
| More specialized personnel and/or administrative functions.                                 |  |                  |

| SECTION C.  |  | TRAINING |
|---|--|----------|
| 11. ORGANIZATIONAL, EXTERNAL, AND ON-THE-JOB TRAINING |  |          |
| A. IMMEDIATE (Within next 1 to 2 years)               |  |          |
| OIR - Administrative Procedures Course (1st week)     |  |          |
| B. LONG-RANGE (Within next 3 to 5 years)              |  |          |
| OIR - Basic Supervision                               |  |          |

|   |
|---|
| 12. ADDITIONAL COMMENTS   |
| Am quite pleased with present job which requires dealings and daily contact with many individuals. Would like to continue in such a position. |
| 25X1A9a   |

|   |   |  |
|---|---|--|
| <p>RECOGNIZE THAT THE IMPLEMENTATION OF MY CAREER PREFERENCES MUST DEPEND UPON THE NEEDS OF THE ORGANIZATION. I UNDERSTAND THAT MY PERFORMANCE, CAPABILITIES AND INTERESTS WILL BE GIVEN DUE CONSIDERATION.</p> | <p>13. DATE COMPLETED</p> <p>8 Jan 1958</p> | <p>14. SIGNATURE OF EMPLOYEE</p> <p>[Redacted Signature]</p> |
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(When Filled In)

SECTION D.

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15. RELATIVE TO CAREER INTERESTS OF EMPLOYEE

25X1A9a

will be assigned more responsibilities in the future.

16. RELATIVE TO TRAINING FOR EMPLOYEE

She will take the OTR-Administrative Procedures Course (1st week) at the earliest opportunity.

17. TYPED OR PRINTED NAME OF SUPERVISOR

25X1A9a

18. SIGNATURE

19. TITLE

Chief, Geography

20. DATE

7 February 1958

SECTION E.

FOR USE OF CAREER SERVICE

21. COMMENTS

22. TYPED OR PRINTED NAME

23. SIGNATURE

24. TITLE

25. DATE

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**SUPERVISORY COMMENTS ON CAREER PREFERENCE OUTLINES**

|  |  |
|--|--|
| <b>TO:</b><br>Chairman, ORR Career Service Board | <b>SUBJECT:</b> (Name)<br><div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> 25X1A9a |
|--|--|

**1ST INDORSEMENT**

**COMMENTS BY CHIEF (Division or Staff)**

**NA (See Section D of CPO)**

|          |                  |
|----------|------------------|
| <b>D</b> | <b>SIGNATURE</b> |
|----------|------------------|

**2ND INDORSEMENT**

**COMMENTS BY AREA CHIEF (When applicable)**

- ☐ I CONCUR IN THE (Division) (Staff) CHIEF'S COMMENTS
- ☐ AS THE EMPLOYEE IS NOT PERSONALLY KNOWN TO ME, I ACCEPT COMMENTS OF (Division) (Staff) CHIEF
- ☒ OTHER (Specify)

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**should continue in this or a similar position with such additional responsibilities as appropriate. She should be encouraged to take the Administrative Procedures Course.**

25X1A9a

|                                 |   |
|---------------------------------|---|
| <b>DATE</b><br>10 February 1958 | <b>SIGNATURE</b> (signed)<br><div style="background-color: black; width: 150px; height: 1.2em; display: inline-block;"></div> JAMES A. BRADGILL |
|---------------------------------|---|

FORM 1270  
7-57

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(20-40)